



Parks, Recreation and Marine MAINTENANCE ASSISTANT I (Non-Career)

Apply by:
August 26, 2016

Part-Time Employment Opportunity

The Department of Parks, Recreation and Marine is a nationally recognized and award-winning organization with 1,100 full-time/part-time staff and a budget of \$53 million. The Department oversees facilities and programs that reflect the needs and interests of a culturally diverse community, including: 161 parks with more than 3,200 acres devoted to open space and recreation, 27 community centers, 3 public pools, 6 miles of beaches, and 3 marinas.

The first priority for the Maintenance Operations Bureau is to preserve safe, clean, and green parks and facilities for residents and visitors. The Bureau is responsible for the maintenance and renovation of the City's parks, irrigation systems, public grounds, turf, urban forest, street medians, play equipment, ballfields, sports courts, and landscaping. In addition, the Bureau maintains community centers, gymnasiums, aquatic facilities, and numerous freestanding restrooms. The Bureau relies on the services of custodians, maintenance workers, gardeners, electricians, plumbers, and carpenters, to maintain the City's parks and public facilities for the enjoyment of all visitors.

The Department of Parks, Recreation and Marine is seeking qualified candidates to apply for a **temporary part-time Maintenance Assistant I** position. The duties and responsibilities for this position include:

- Perform a variety of custodial duties, including cleaning, sweeping, mopping, vacuuming, shampooing carpets, and waxing floors;
- Perform cleaning, dusting, and polishing of woodwork, walls, partitions, equipment, and furniture;
- Report hazardous conditions and perform needed repairs;
- Clean restroom fixtures and replenish restroom supplies;
- Dispose of waste and clean waste receptacles;
- Replace light bulbs and lamps;
- Perform other related duties as required.



Qualifications This temporary part-time position is open to all candidates meeting the following minimum qualifications:

- One year of experience in a custodial-related field performing cleaning tasks associated with public facilities, restrooms, and/or offices;
- Must be at least 18 years of age, and possess a valid California Driver License. Candidates will be required to submit a current (no more than two weeks old) DMV ten-year driving history (H-6) at the time of the selection interview.

The successful candidate will possess the following:

- Knowledge of proper cleaning techniques, chemicals, cleansers, and floor and carpet cleaning equipment;
- Ability to effectively communicate with supervisors, lead staff, co-workers, recreation staff, and the public;
- Ability to work safely and efficiently and perform tasks independently;
- Willingness to work various hours, shifts, weekends, and holidays.

Hourly Rate The rate for this non-career part-time Maintenance Assistant I position ranges from \$13.132 to \$17.738 per hour. The position is temporary and scheduled hours may vary by week on an as-needed basis. Non-career employees are not typically eligible for health/dental/vision benefits; however, they may be eligible for sick leave benefits.

How to Apply All candidates must apply online by **4:30 p.m., Friday, August 26, 2016**, to the following address:

<http://www.governmentjobs.com/careers/longbeach>

The most qualified applicants will be invited to continue in the selection process.

EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990.

If a special accommodation is desired or if you would like to request this information in an alternative format, please call (562) 570-3187.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer and/or Tagalog) are desirable for positions interacting with the public.

"We create community and enhance the quality of life through people, places, programs and partnerships"